

**COCONINO COUNTY  
CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS**

**Article I: Name**

**Section 1: Name**

The name of this council shall be the Criminal Justice Coordinating Council, and it will be referred to as the CJCC in the following bylaws.

**Article II: Authority**

**Section 1: Authority**

The Coconino County Board of Supervisors and the Flagstaff City Council established the CJCC in 2005. Acts taken by the CJCC are by consensus only, although voting may occur to advance the work of the CJCC. No vote or recommendation shall be binding on any member absent agreement and consent of that member.

**Article III: Purpose**

**Section 1: Mission**

The CJCC exists to promote the safety and welfare of all citizens of Coconino County, to reduce the number of future crimes and future victims, to promote the protection and healing of victims, to ensure the efficient and just treatment of offenders, and to work toward the prevention of crime and the reduction of recidivism.

**Section 2: Guiding Principle**

The CJCC and each member is committed to providing the coordinated leadership necessary to establish cohesive public policies which are based on evidence-based practices, research, evaluation, and monitoring of policy decisions and program implementations.

**Article IV: Structure**

**Section 1: Structure**

The CJCC shall consist of a membership council comprised of positional and associate members. The CJCC shall be led by two officers, a chairperson and vice-chairperson, and an executive committee shall provide guidance to the CJCC and officers. Standing committees and ad hoc committees shall advance the initiatives of the CJCC and the

executive committee. The CJCC Director shall serve as support and advance the work of the CJCC and any committees.

An organization chart of the CJCC is available in Attachment A.

## **Article V: Membership**

### **Section 1: Membership**

#### **A. Positional Leadership**

There are twenty-two (22) CJCC members who comprise the voting body of the council and they are members due to the position they hold. These individuals serve on the CJCC for as long as they occupy the position entitling them to membership. In the event of a vacancy, the outgoing member, or affiliated organization, may designate a representative from the organization to serve as a member until such time that the position is filled.

Positional leadership positions include the following:

1. The Presiding Judge of the Coconino County Superior Court
2. The Presiding Judge of the Coconino County Superior Court- Juvenile
3. The City of Flagstaff Municipal Court Presiding Judge
4. The Coconino County Sheriff
5. The Coconino County Attorney
6. The City of Flagstaff Prosecutor
7. The Coconino County Public Defender
8. The Coconino County Legal Defender
9. The Coconino County Chief Adult Probation Officer
10. The Coconino County Director of Juvenile Court Services
11. The Coconino County Superior Court Administrator
12. The City of Flagstaff Municipal Court Administrator
13. The Coconino County Manager or Deputy County Manager
14. The City of Flagstaff Manager or Deputy City Manager
15. The City of Flagstaff Chief of Police
16. The Coconino County Health and Human Services Director
17. The Coconino County Sheriff's Office Jail Commander
18. The City of Flagstaff Indigenous Affairs Administrator.
19. A representative of the Coconino Board of Supervisors
20. A representative of the City of Flagstaff City Council
21. A representative of the Indigenous Community
22. The Coconino County Public Fiduciary
23. A representative of the community who was formerly involved in the justice system.

## **B. Associate Members**

The CJCC shall include associate members who may participate in every sense other than voting. Associate members may include, but are not limited to, the following:

- Any superior court judge in Coconino County
- Any municipal court judge in Coconino County
- Any justice of the peace in Coconino County
- Any chief of police in Coconino County
- Any Coconino County Board of Supervisor
- Any City of Flagstaff Council Member
- Any chairperson or vice chairperson of a CJCC standing committee or ad hoc committee, if not a positional leader position
- The Coconino County Clerk of Court
- The City of Flagstaff Public Defender
- A representative of the Department of Public Safety
- A representative of Coconino County Victim Witness Services
- A representative of Native Americans for Community Action
- A representative from any of the Tri-Diversity Advisory Councils to the Coconino County Board of Supervisors
- A representative of NARBHA Institute
- A representative of Northern Arizona University
- A representative of any community agency serving justice involved persons
- A representative from Flagstaff Shelter Services

Associate members shall provide their name and contact information to the CJCC chairperson in writing.

### **Section 2: Positional Leadership Representative Positions**

A CJCC positional leadership member serving as a representative of the Coconino County Board of Supervisors, or City of Flagstaff City Council, shall be selected by their respective governing bodies. The community representatives shall be selected by the CJCC executive committee. Representative positions shall serve for a period of two years, with no more than two consecutive terms.

Representatives that attend less than half of the CJCC's meetings within a one-year period may be removed and replaced by the CJCC executive committee with a majority vote.

### **Section 3: Designees**

CJCC positional leadership positions shall designate one alternate individual within their organization to represent them temporarily at CJCC meetings due to a conflict of scheduling and/or unforeseen circumstances. The designee must be at the

executive level of their organization and able to speak and make binding decisions on behalf of the organization in the member's absence. The designee will have the ability to vote for the member being represented.

The name of a member's designee must be submitted to the CJCC chairperson. It is the responsibility of each CJCC positional leadership position to notify the CJCC chairperson of any changes to their designee.

## **Article VI: Officers**

### **Section 1: Chairperson and Vice-Chairperson**

The Coconino County Superior Court Presiding Judge shall serve as chairperson of the CJCC. The vice-chairperson shall be a positional leadership member elected by the CJCC. The individual elected as vice-chairperson must be of a different discipline than the chairperson.

The vice-chairperson shall serve a two-year term, renewable for one additional term, on the condition that they maintain the position entitling them to CJCC membership. Nominations for vice-chairperson shall occur in September with elections in December of odd number years. The elected vice-chairperson will begin their term in February of an even numbered year.

In the event of a vice-chair vacancy, the CJCC shall nominate and elect a replacement to carry out the remainder of the term.

A designee may not serve as an officer of the CJCC.

#### **A. Authority and Duties of the CJCC Chairperson**

The CJCC chairperson shall have full authority to carry out the duties as specified below:

- a. Presiding at meetings of the CJCC and executive committee.
- b. Serving as ceremonial representative of the CJCC
- c. Encourage attendance and participation by members.
- d. Keeping CJCC and executive committee members informed of matters pertinent to their responsibility.
- e. Set the final agenda for all meetings of Finalizing the CJCC and executive committee agendas and ensure distribution to members
- f. Signing communications on behalf of the CJCC
- g. Representing the CJCC at governmental, community, or other meetings.
- h. Advocating for CJCC initiatives with funding decision makers.

### **Section 2: Vice-Chairperson**

The CJCC vice-chairperson shall preside in the absence of the chairperson and shall assume the duties in the absence of the chairperson or when called upon.

## Article VII: Executive Committee

### **Section 1: Membership**

The CJCC shall have an executive committee that consists of the following members:

- The Presiding Judge of the Coconino County Superior Court (Chair)
- Elected Vice Chair
- The Presiding Judge of the Flagstaff Municipal Court
- The Coconino County Sheriff
- The Coconino County Attorney
- The City of Flagstaff Prosecutor
- The Coconino County Public Defender
- The City of Flagstaff Chief of Police
- A representative of the **Indigenous Community**
- A representative of the Coconino County Board of Supervisors
- A representative of the City of Flagstaff City Council
- The Coconino County Manager or Deputy County Manager
- The City of Flagstaff Manager or Deputy City Manager
- The Chief of Coconino County Adult Probation
- The Director of Juvenile Court Services
- A representative of the community who was formerly involved in the justice system.

The CJCC chairperson and vice-chairperson shall also serve on the executive committee if not one of the members listed.

A designee may attend an executive committee meeting on behalf of the executive committee member.

### **Section 2: Duties**

With the support of CJCC staff, the executive committee shall be responsible for the following:

- Advancing the mission and goals of the CJCC
- Prioritizing initiatives and strategies of the CJCC
- Setting the agenda for CJCC meetings
- Monitoring progress of the CJCC in completing the strategic plan
- Overseeing the completion of the CJCC Annual Report
- Informing the CJCC of its activities and actions
- Participating in the selection of the CJCC Director
- Providing direction to the CJCC Director
- Contributing to the performance evaluation of the CJCC Director

## Article VIII: Meetings

### **Section 1: Regular Meetings**

The CJCC and the executive committee shall rotate meetings throughout the year. The CJCC shall meet in January, March, May, July, September, and November. The executive committee shall meet in February, April, June, August, October, and December. Meetings will be on the second Wednesday of the month at 3:00 P.M. Meetings may be rescheduled by the chairperson with a seven-day advance notice.

### **Section 2: Special Meetings**

Special meetings of the CJCC or executive committee may be called by the chairperson, the executive committee, or by a majority of the CJCC members present at a regularly scheduled meeting. Special meetings shall be scheduled at least three days in advance unless it is an emergency meeting. 24-hour notice shall be provided for emergency meetings.

### **Section 3: Public Access**

Any meeting of the CJCC, executive committee, or standing committees shall adhere to Arizona's Open Meeting Law (A.R.S. §38-121). Meeting notices and agendas shall be posted at least 24 hours in advance of meeting times.

### **Section 4: Open Records**

All accounts, records, and reports prepared by the CJCC, executive committee, and committees shall be maintained in compliance with Arizona's Open Records Act (A.R.S. §39-431).

### **Section 5: Quorum**

Attendance by 50% or more of the CJCC members shall constitute a quorum for transaction of business of the CJCC. Attendance by 50% or more of the executive committee members shall constitute a quorum for transaction of business by the executive committee. Participation of members by telephone or video will count toward a quorum.

### **Section 6: Voting**

The CJCC and executive committee shall strive to reach consensus on items before the members. Decisions requiring a vote, as determined by the chairperson, shall be made by a majority of the full members at the meeting when a quorum is present. A super majority (two-thirds or 66.7%) is required.

## Article IX. Standing Committees and Ad Hoc Committees

### **Section 1: Standing Committees**

Standing committees shall be responsible for addressing specific areas on a regular basis and shall meet at least bi-monthly. Membership shall include at least two CJCC members and may include non-CJCC members as identified by the CJCC or executive committee. A minimum of five individuals is required to serve on a standing committee.

The following shall be standing committees of the CJCC:

- Community Engagement
- Behavioral Health
- Indigenous Initiatives

At least 50% of the membership for the Indigenous Initiatives standing committee must be representatives from Indigenous communities.

### **Section 2: Ad Hoc Committees**

The CJCC may designate additional committees, consisting of at least two CJCC members, to advance the work of the CJCC. Ad hoc committee members may also include non-CJCC members as identified by the CJCC. A minimum of three individuals is required to serve on ad hoc committee.

### **Section 3: Officers**

The CJCC shall appoint the chairperson and vice-chairperson of a standing or ad hoc committee.

#### **A. Authority and Duties**

The standing or ad hoc committee chairperson and vice-chairperson shall have full authority to carry out the duties as specified below:

##### Committee Chairperson

- Presiding at meetings of the committee
- Keeping committee members informed of matters pertinent to their responsibility
- Establishing committee meeting schedules
- Setting the agenda for all committee meetings and ensure distribution to members
- Ensuring the preparation of meeting minutes and distribution to members
- Reporting committee activities and progress to the chairperson and vice-chairperson, executive committee, and CJCC

### Committee Vice-Chairperson

- In the absence of the committee chairperson, fulfilling any and all of the above duties
- Assisting the committee chairperson as needed

### **Section 4: Member Removal**

Any member of the standing or ad hoc committee who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled committee meeting. The committee chairperson shall notify the CJCC chairperson in writing of any committee member removal.

## **Article X. Staff Support**

### **Section 1: Staff**

The CJCC shall be staffed by a Director who will be responsible for assisting the coordinating council in the fulfillment of its duties. In the event of a vacancy in the director position, the duties of the Director shall be the responsibility of the executive committee membership who may assume the responsibilities individually, dedicate staff resources of their individual agencies, or otherwise work to ensure the mission of the CJCC continues unabated.

### **Section 2: Responsibilities**

The CJCC Director responsibilities will include, but are not limited to:

- Working with the chairperson to prepare agendas for CJCC and executive committee meetings
- Supporting and advancing the activities CJCC, executive committee, and standing or ad hoc committee meetings
- Providing orientation for new CJCC members
- Conducting and managing research in response to the interests established by the CJCC
- Maintaining all appropriate records of the CJCC
- Supporting the implementation of CJCC initiatives, including the CJCC strategic plan
- Preparing the CJCC strategic plan and annual report
- Generating data on the criminal justice system to inform CJCC and executive committee and for inclusion in the annual report
- Managing the annual budget for the CJCC
- Disseminating CJCC information to the public in accordance with Arizona laws
- Other duties as assigned by the chairperson or executive committee

## **Article XI: Strategic Plan and Annual Report**

### **Section 1: Strategic Plan**

The CJCC shall convene on a regular basis to review the CJCC's strategic plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan. The strategic plan shall be developed every three years. The results of the planning process shall include goals, priorities, and action plans with performance measures to guide the CJCC for the following three-year period.

The CJCC shall review the strategic plan each June and make any necessary revisions. The most recent version of the strategic plan shall be published on the CJCC's website.

### **Section 2: Annual Report**

The CJCC shall produce an annual report. The report shall include a summary of the CJCC's activities for the preceding calendar year, including progress on the CJCC's strategic plan. The annual report shall be completed by the last business day of February each year and published on the CJCC's website.

## **Article XII: Conflicts of Interest**

### **Section 1: Conflict of Interest**

Any member participating in CJCC, executive committee, or committee activities that has a private pecuniary or property interest shall declare a potential conflict of interest to the chairperson and vice-chairperson. The member shall refrain from attempting to influence the decisions of the CJCC or other CJCC members on matters where a conflict of interest exists and refrain from voting.

## **Article XIII: Non-Discrimination Policy**

### **Section 1: Non-Discrimination Policy**

The members, leaders, and employees of the CJCC shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. Following and adhering to Title VII, it is the policy of the CJCC not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, and veteran's status.

**Article XIV: Amendment of Bylaws**

**Section 1: Amendment Policy**

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled CJCC meeting and voted on and approved by a simple majority of the CJCC members in attendance. Any action in response to the proposed change in the bylaws taken by the CJCC becomes effective immediately.

**Article XV: Certification of Adoption of Bylaws**

I do hereby swear that the above stated Bylaws of the Criminal Justice Coordinating Council of Coconino County were approved by the voting body.

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Chairperson, Coconino County Criminal Justice Coordinating Council

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Date

Approved by CJCC Committee July 9, 2025.

**Attachment A: CJCC Organization Chart**

